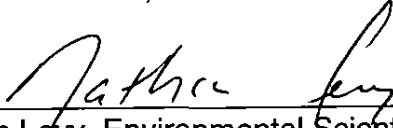
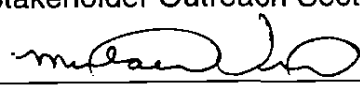


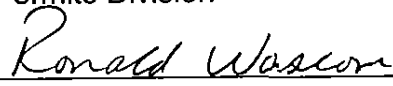
**Standard Operating Procedure**  
**For**  
**Parish Notification of Applications Received**

Environmental Assistance Division  
Office of Environmental Services  
Louisiana Department of Environmental Quality

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**Note: Actions older than 5 years may be removed from this record**

[illegible]

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## **1.0 Purpose / Applicability**

The purpose of this SOP is to outline the procedures that the Mail Operations, Data Management, Application Verification Group (MDA) uses to comply with state law L. R. S. 30:2022.A.(1) to inform the governing authorities in the parishes when the Department receives permit applications. On approximately the 15th of each month, a copy of the parish notification report from the previous month is sent to the parish authorities. The parish mailing list is maintained in the MDA shared file.

## **2.0 Definitions / Acronyms / Abbreviations**

FOIA:	Freedom of Information Act
LDEQ:	Louisiana Department of Environmental Quality
TEMPO:	Tools for Environmental Management and Protection Organizations; the central data management system to track the activities of the Department.
MDA:	Mail Operations, Data Management, Application Verification Group; part of the Stakeholder Outreach Section.
SOP:	Standard Operating Procedure

## **3.0 Personnel Qualifications**

Civil Service and LDEQ Human Resources establish qualifications. There are no additional qualifications.

## **4.0 Procedure**

### **4.1 Generating the Report**

- 4.1. 1 The MDA staff member opens the Freedom of Information Act "(FOIA) Reports" in the LDEQ TEMPO Main Menu and then selects the "Permits Applications Received" task.
- 4.1. 2 The MDA staff member enters the begin and end date for the previous month and then chooses "Parish" in the "sort" pull down menu.

- 4.1.3 The MDA staff member performs the report run and saves it under "Temp" folder.
- 4.1.4 Once the query has finished running, the MDA staff member prints a copy of the report along with the letter of notification. The letter of notification is maintained in the MDA shared file.

#### **4.2 Mailing out the Report**

- 4.2.1 The MDA staff member signs the letter of notification, stamps it with the date it will be mailed out, includes the parish notification report, and mails the letter with attachments to each parish police jury. Each parish gets only the notice of applications from its parish.

### **5.0 Records Management**

Each monthly report is maintained in the MDA shared file in the folder entitled "Parish Monthly Reports".

### **6.0 Quality Control / Quality Assurance**

Quality control is accomplished by using standardized forms and operating procedures and by the EP Coordinator's review of all outgoing documents. Following standard procedures, trained individuals enter TEMPO data.

### **7.0 SOP Review / Revision / Approval**

Designated reviewers for revisions to this SOP are:

- Nathan Levy, Stakeholder Outreach Section
- Melonie Ward, QA Representative for Stakeholder Outreach Section
- Lucy Hubenak, Environmental Project Coordinator
- Deanna Bloodworth, QA Officer (QA review, only)

The SOP Development Team will request comments on proposed revisions from the Permit Division's Environmental Scientist Managers.

Final Approval Authority:

This SOP is shared by the Permits Division and the Environmental Assistance Division, therefore the respective divisions' administrators have final co-approval authority for any revisions to this SOP.

- Ronald Wascom, Administrator, Environmental Assistance Division
- Michael Vince, Administrator, Permits Division

## **8.0 References**

The following document may be useful references for users of this SOP:

- L. R. S. 30:2022.A.(1)

## **9.0 Attachments**

None